

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **LABOR RELATIONS MANAGER I**

POSITION TITLE: **CHIEF, OFFICE OF LABOR RELATIONS SERVICES - A**

SALARY: **\$6173 - \$6808**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JANUARY 20, 2010**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Chief, Division of Labor Relations, the Chief, Office of Labor Relations Services – A, directs professional staff that represent Caltrans at the Memorandum of Understanding (MOU) bargaining tables, works with unions to resolve issues and provides full labor relation services to departmental managerial and supervisory staff. The incumbent directs professional staff that provides specialized labor relations support to Department managers and supervisors. The staff consists of Labor Relations Specialists and Labor Relations Analyst. Responsibilities include, but are not limited to:

- Assures proper and timely investigation of Unfair Labor Practice (ULP) charges; represents Caltrans at informal and formal hearings on ULPs before the Public Employment Relations Board; assures timely and thorough communications over ULPs between Caltrans and the Department of Personnel Administration.
- Assures that MOU bargaining properly addresses Caltrans' needs as much as possible, considering the demands of the Administration and other state departments. This task includes organizing for MOU bargaining before bargaining; gathering ideas and concerns from departmental managers and supervisors; analyzing ideas for true value, feasibility, and cost;

tracking the progress of bargaining so that the appropriate managers evaluate possible changes timely. Responsible for publishing summaries of MOU bargained changes; working with Human Resources, Accounting and other management groups to assure proper and timely implementation of new MOU provisions; and advising departmental managerial staff on grievances over MOU provisions.

- Directs the negotiation of agreements with unions regarding the impact of new policies adopted during the term of the MOU; negotiates resolutions to operational needs not contemplated by the MOU including the substance and impact of such changes; represents the Department on the Unit 12 Board of Adjustment for grievances and absence without leave separations when the Division Chief is unavailable.
- Assures proper MOU administration within the Department including: investigating and answering contract grievances timely and thoroughly, settling grievances where appropriate, training managers and supervisors about the contracts that apply to their employees, and preventing formal grievances whenever possible by facilitating solutions to problems among supervisors and local union field representatives. Personally intervene in serious or sensitive issues to address management's needs and resolve disputes between Caltrans and unions.
- Recruits and trains new labor relations staff assigned to the Office of Labor Relations Services - A.
- Assures timely submittal of accurate and thorough activity reports by Labor Relations staff.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Specialist.

#### **Or II**

Four years of responsible analytical experience in one or a combination of the following types of employer-employee relations work:

1. Resolution of grievances arising under labor agreements; **or**
2. Negotiation or preparation of labor agreements; **or**
3. Conciliation, mediation or arbitration of labor disputes; **or**
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; **or**
5. Administration or investigation and settlement of violation complaints in regard to State or Federal labor management relations laws. **and**

**Education:** Equivalent to graduation from college. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

(Either 18 quarter units from an accredited college level labor relations curriculum or 30 semester units of graduate work in public administration, industrial relations, psychology, law, political science or a closely related field or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for one year of required experience.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** The collective bargaining process in the private or public sectors; principles of management rights, representation rights and unfair practices; State and Federal labor law

applicable to the public sector; the principles and scope of collective bargaining; standard negotiating strategies, tactics and impasse procedures; grievance handling procedures; data sources pertaining to public sector employer-employee relations; the personnel management system of the State; patterns in public negotiations and arbitration decisions; administrative procedures and practices for processing grievances up to and including arbitration; the principles of supervision and training; the department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Work effectively with all levels of management; interpret and apply labor law and labor agreement provisions; develop training programs in employer-employee relations for management; obtain, analyze, evaluate and apply data such as labor statistics and cost figures; research and write reports; communicate effectively; use good judgment and make sound decisions in critical situations; handle stressful or sensitive situations with tact and labor-management diplomacy; supervise, train and evaluate staff, maintain consistency and obtain program objectives; coordinate employer-employee relations activities between departments, employee organizations and the management team; address large groups clearly and concisely; work cooperatively and maintain control when meeting with organizations, sometimes under severe emotional pressure and after long hours of negotiations; effectively contribute to the department's equal employment opportunity objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in negotiating agreements with union representatives to settle grievances, unfair labor practice charges, informal disputes and MOU provisions on the Department of Personnel Administration bargaining team.
- Demonstrated experience in developing and delivering supervisory training including the supervisor's role in administering MOUs, grievance processing and the Fair Labor Standards Act.
- Demonstrated ability to work cooperatively with and build partnerships internally among Caltrans' managers and supervisors both in headquarters and districts, under adverse situations caused by differing interests and views.
- Demonstrated ability to determine acceptable levels of risk and act accordingly.
- Demonstrated ability to work effectively under difficult emotional stress and deadline pressures.
- Demonstrated ability to meet deadlines and track progress towards specific deadlines, goals and achieve concrete results, recording such tracking and results.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP35**.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications. Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **JANUARY 20, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (9MSP35)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.